

Kelly Ranch
Habitat Conservation Area

Annual Work Plan
October 2004 - September 2005

Prepared for:
U.S. Fish and Wildlife Service
California Department of Fish and Game
City of Carlsbad

Prepared by:



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I. INTRODUCTION AND SUMMARY

This annual year work plan is developed from the guidelines for goals and objectives set forth in the Kelly Ranch Habitat Conservation Area Management Plan dated November 2002. The Management Plan includes management requirements outlined in the Management Agreement for the site and as agreed to by the U.S. Fish and Wildlife Service and California Department of Fish and Game, and additional management activities that the Center feels is appropriate to protect and maintain the natural resources in perpetuity. The Center for Natural Lands Management (hereafter the "Center" or CNLM) holds easements (since February 2002) on the Kelly Ranch Habitat Conservation Area (Preserve) and performs or oversees the tasks identified in the management plan.

The purpose of this work plan is to identify the tasks and budget required to complete the management activities for the 2004-2005 management year. The management year is the new fiscal year adopted by the CNLM, and will begin on October 1, 2004 and end on September 30, 2005. Unless otherwise stated, all tasks will be performed by the Center's Assistant Preserve Manager, Michael Hylton.

Summary of Tasks and Goals for the 2004-2005 Fiscal Year:

- Replace signs and fix fencing as necessary.
- Monitor the coastal California gnatcatcher population and entire bird community.
- Monitor herp coverboards.
- Note all animal species observed, and map locations of any sensitive species.
- Remove non-native plant species, especially mustard and tree tobacco.
- Follow progress of restoration activities with Planning Systems, Inc.
- Patrol and conduct site enforcement on a regular basis.
- Create and distribute a newsletter for the surrounding community.
- Report and describe data collected and management actions taken on the Property to the wildlife agencies.
- Provide an accounting of funds to be spent in the fiscal year.

Appendix 1 (*2004-2005 Field Schedule*) identifies the approximate schedule of field work throughout the management year. Appendix 2 (*Annual Budget 2004-2005*) provides a financial summary for both person hours and costs for the year. The location of the preserve is mapped in Appendix 3.

II. MANAGEMENT ACTIVITIES

The following sections identify and describe the activities to be performed during the 2004-2005 management year. Based upon the Property Analysis Record (PAR) developed by the Center to outline long-term management tasks and costs, management activities for the Preserve can be broken down into seven large blocks of tasks: Capital Improvements, Biotic Surveys, Habitat

Restoration, Public Services, Reporting, Office Maintenance, and Operations. Each of these categories will be discussed below.

A. CAPITAL IMPROVEMENTS

The maintenance of signs are the only capital improvements to be undertaken during the 2004-2005 management year.

- 1. Signing** CNLM signs have been posted at all of the major access points and along most of the perimeter to the Preserve and a few other notable locations. These signs will be replaced as necessary. Each sign explains that the Preserve is a dedicated open space, and that OHV activity, mountain biking, dumping and shooting is prohibited.

B. BIOTIC SURVEYS

Monitoring activities at the Preserve will continue in the next fiscal year. In the last two fiscal years, monitoring included bird and sensitive plant surveys. The general goal of the monitoring activities in the first 3 to 5 years of management of this preserve is to inventory plant and wildlife species. This information will be used to develop a long-term monitoring approach.

Monitoring in the next year includes general surveys on broad taxa such as birds and reptiles and focused surveys for threatened and endangered species.. Surveys will most likely occur twice per month from February to July for birds and reptiles. All data will be entered or stored in GIS and/or MSAccess databases. A brief description of monitoring activities outlined by taxa is provided below:

1. Amphibian and Reptile Monitoring

Objective: Inventory reptile species to determine which species occur at the Preserve.

No reptile or amphibian surveys have been conducted since the Center started management. In the last fiscal year, approximately 50 “cover” boards were placed throughout the preserve to help find reptile and amphibian species. The Center has used this method at other reserves and it has helped find previously unidentified species. Each board will be checked about twice per month from January to end of June.

2. Small Mammal Monitoring

Small mammal trapping occurred during the permit process. There are no plans to trap the site in the next fiscal year.

3. California Gnatcatcher & Avifauna Monitoring

Objective: Track changes in bird diversity.

The goal of avifaunal monitoring is to develop trends in species diversity over time. The Center started bird surveys in 2003 and will continue in the next fiscal year. Bird surveys include wandering throughout the property and noting species as they occur. Special attention is given to sensitive species such as the coastal California gnatcatcher. In the next fiscal year three focused bird surveys will be undertaken.

4. Insects

Insect occurrences will be documented during other general or focused surveys. No focused insect work is planned for the next fiscal year.

5. Vegetation Sampling

Vegetation stands will mapped and described in the next fiscal year. Species composition and stand integrity will mapped and described using CNPS's Releve' Protocol (revised 2/5/03) for vegetation sampling.

6. Sensitive Plant Species

The distribution and abundance of sensitive plant species was recorded in 2003. These surveys are repeated every 3 to 5 years depending on the species. Therefore, no sensitive species surveys are planned for the next fiscal year. In the spring of 2003, the Center planted 25 Orcutt's hazardia as part of its efforts to create off-site populations of this species from its Manchester population. In the spring of 2004, we planted another 100 individuals. CDFG issued a MOU for the Center to do this work. The Center will continue efforts to manage and monitor this species in the next fiscal year. Work includes watering the plants and taking measurements (each plant's height and maximum width are measured every three months).

C. HABITAT RESTORATION AND MAINTENANCE

Most of the preserves habitat is of good quality, with little disturbance from non-native species. The most disturbed area is located west of Cannon Road and other small patches of disturbed area exist here and there within the Preserve. The Kelly Land Company (developer) is responsible for the enhancement of these disturbed areas and has completed an enhancement plan. Planning Systems, Inc removed mustard and other exotics, dethatched and is installing irrigation at the time of this reporting. The Center will follow the progress of these activities. In addition, the Center will continue to cut and spray a small stand of tree tobacco in the center and southern border of the preserve.

D. PUBLIC SERVICES

Activities centering around public services include the patrolling of the Preserve, consulting with neighbors about perimeter landscaping and responding to emergencies. However, other opportunities for public service will undoubtedly be forthcoming during the year with local groups and individuals interested in volunteering labor for Preserve projects, and class field trips from local schools. Whenever possible management will try to accommodate these activities.

1. Patrols

Patrols will be performed approximately 2 to 4 times per month, and usually during biological surveys or other preserve activities. Routine fence and signs repair and replacement are the main tasks. Observations of animal sightings and new human impacts will be gathered during patrols as well.

2. Emergency Response

Hours have been allocated from the current budget for management to respond to emergencies on the Preserve. Such emergencies could include response to wildfires, wildlife problems reported by neighbors and illegal trespass.

3. Nature Walks and Other Public Outreach Activities

At this time the Kelly Ranch community is fast nearing completion. Brochures were distributed to existing residential neighbors in the past fiscal year. The Center will produce a newsletter and distribute it to the surrounding residents during this fiscal year.

E. REPORTING

Activities included within reporting requirements include the management of the Preserve's database/GIS system, the photo-documentation stations, and the production of various status reports to the USFWS, CDFG and CNLM administration.

1. Database/GIS Management

Data derived from routine patrols and photo-documentation will be entered into and maintained in the Preserve's existing database/GIS system. Additional databases will be established for the various biotic monitoring programs including the production of historical and current vegetation maps. Efforts will be made to coordinate and standardize database fields and parameters with other reserves.

2. Photo-documentation Stations

Permanent photo-documentation stations were sited in 2004 and photographs will be taken this fiscal year.

3. Reports

a. Year-End/Agency Reports

By the end of December 2005, a year-end report will be prepared by the Preserve manager detailing the results of the year's management activities. This report will include recommendations for the continuation of various activities for the following fiscal year and will be submitted to the USFWS and CDFG as required under permit reporting conditions.

- b. 2005-2006 Annual Work Plan** The work plan for the 2005-2006 fiscal year will be formulated by the end of the 2004-2005 fiscal year and will be based upon experiences during previous years' operations. This work plan will be submitted to the USFWS and CDFG..

F. OFFICE MAINTENANCE

Preserve Management will maintain offices in an organized manner to facilitate maximum efficiency. This section of the budget includes outlays for general office work, utilities, telephones, etc.

G. OPERATIONS

Operations include the training and professional growth of Preserve Management personnel, and inspection of the Preserve by CNLM administration. Funds have been allocated in the current budget for both the Preserve Manager to attend classes or seminars during the 2004-2005 year.

III. WORKLOAD AND BUDGETS

A. SUPERVISION & STAFFING

The Assistant Preserve Manger will be supervised by the Center's San Diego Preserve Manager, Markus Spiegelberg. Tasks and hours will be coordinated by the Preserve Manager and approved by the Center's Director of Operations.

B. BUDGETING

A budget of \$14,296 has been allocated for the 2004-2005 year and is included here as Appendix 2. Every effort will be made by Preserve Management to allocate time and expenses according to this estimated budget. The total funds available (September 2004), including endowment and temporarily restricted funds, are \$336,266.

IV. Appendices

Appendix 1.

Fiscal Year 2004-2005 Field Schedule

Task	October- December 2004	January-March 2005	April to June 2005	July to September 2005
Non-native plant removal	X	X	X	X
Vegetation surveys			X	
Bird surveys		X	X	
Cover board surveys		X	X	
GIS/database	X			
Fencing/signage	X	X	X	X
Patrolling	X	X	X	X
Reports	X			
Public outreach	X	X		

Appendix 2.

Fiscal Year 2004-2005 Budget

Section 9 - Ongoing Tasks and Costs

Property Title: Kelly Ranch openspace

Dataset: CA004

PAR ID: S024

10/08/2004

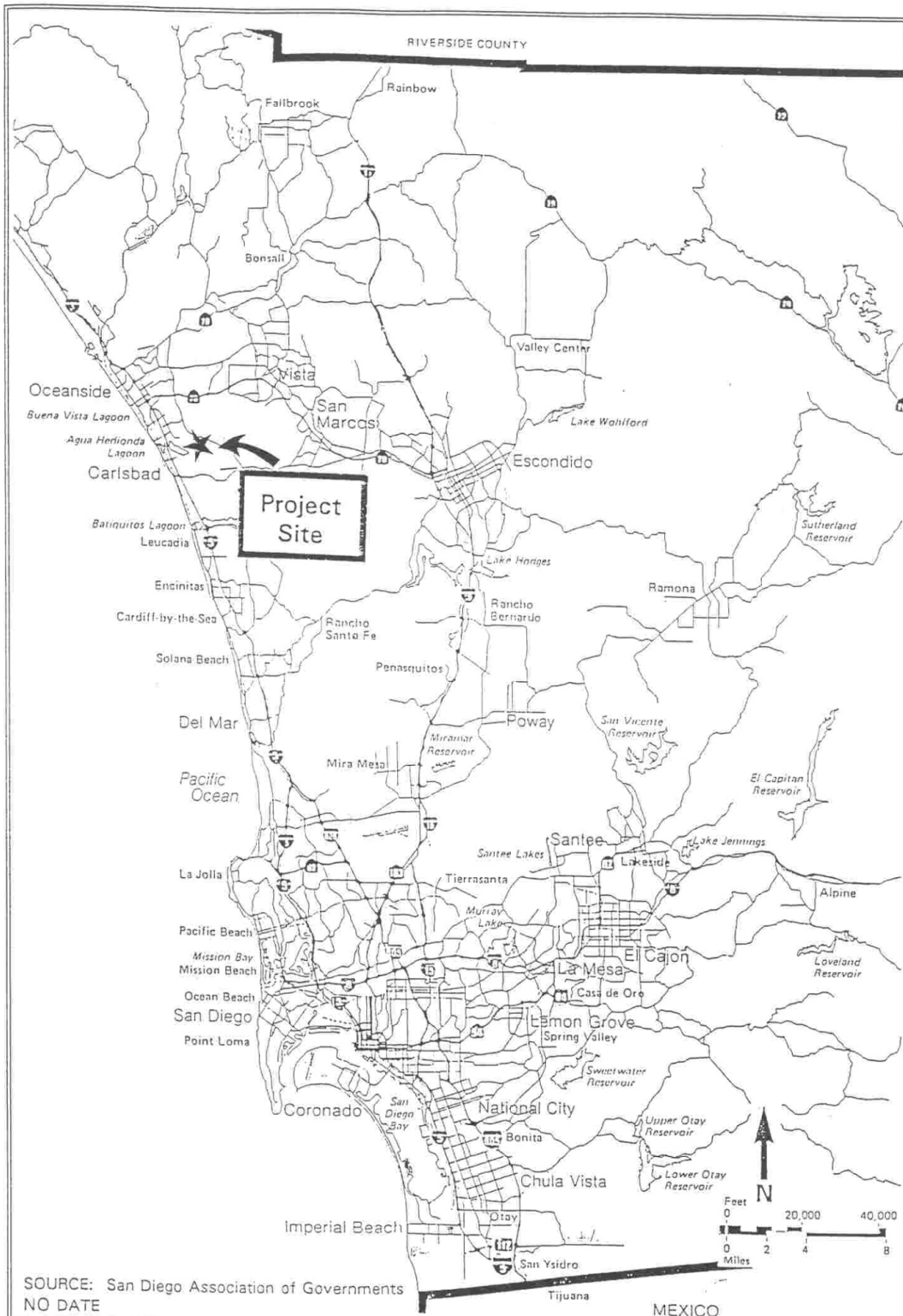
Budget: Annual Budget 2004-5

Task list	Specificaton	Unit	Number of Units	Cost / Unit	Annual Cost	Divide Years	Total Cost
BIOTIC SURVEYS							
Project Management	Supervise/coordinate	L. Hours	2.00	42.49	84.98	1	84.98
Project Management	Supervise/coordinate	L. Hours	2.00	27.23	54.46	1	54.46
Plant Ecologist	Veg cover analysis	L. Hours	24.00	27.23	653.52	1	653.52
Wildlife Biologist	General Surveys	L. Hours	50.00	27.23	1,361.50	1	1,361.50
Ornithologist	CAGN/Community Surveys	L. Hours	18.00	27.23	490.14	1	490.14
Sub-Total							2,644.60
PUBLIC SERVICES							
Patrolling	Patrol	L. Hours	80.00	27.23	2,178.40	1	2,178.40
Interpretive Literature	Copy	Page	1,500.00	0.30	450.00	1	450.00
Community Outreach	Meetings, outreach material	L. Hours	40.00	27.23	1,089.20	1	1,089.20
Sub-Total							3,717.60
GENERAL MAINTENANCE							
Hauling, Truck	Truckload	Item	3.00	30.00	90.00	1	90.00
Sub-Total							90.00
REPORTING							
Database Management	Data Input	L. Hours	4.00	42.49	169.96	1	169.96
Annual Work Plan	Plan and PAR Budget	L. Hours	4.00	27.23	108.92	1	108.92
Annual Work Plan	Plan and PAR Budget	L. Hours	2.00	42.49	84.98	1	84.98
Agency Report	Annual Report	L. Hours	16.00	42.49	679.84	1	679.84
Sub-Total							1,043.70
OFFICE MAINTENANCE							
Administrative	Operations	L. Hours	20.00	27.23	544.60	1	544.60
Administrative	Operations	L. Hours	1.00	42.49	42.49	1	42.49
Telephone Charges, Annual	Cell phone	Year	0.07	1,560.00	109.20	1	109.20
Telephone Charges, Annual	Office phone	Year	0.07	480.00	33.60	1	33.60
Office Supplies, Year	Supplies	Person	0.07	500.00	35.00	1	35.00
Other	office reimbursement	Year	0.07	1,860.00	130.20	1	130.20
Other	office reimbursement	Year	0.07	2,400.00	168.00	1	168.00
Other	Mail box	Year	0.07	140.00	9.80	1	9.80
Sub-Total							1,072.89

Task list	Specificaton	Unit	Number of Units	Cost / Unit	Annual Cost	Divide Years	Total Cost
FIELD EQUIPMENT							
Vehicle	Fuel	Year	0.10	1,800.00	180.00	1	180.00
Vehicle	Mileage	Mile	1,000.00	0.38	380.00	1	380.00
Vehicle	Maintenance	Year	0.10	300.00	30.00	1	30.00
Vehicle Insurance	Insurance	Year	0.10	1,500.00	150.00	1	150.00
Power Tools	Misc. Tools	Item	0.10	500.00	50.00	1	50.00
Uniforms	Specification Unif. Allowance	Item	0.10	300.00	30.00	1	30.00
Other	Storage	Item	0.07	1,380.00	96.60	1	96.60
Sub-Total							916.60
OPERATIONS							
Audit	CPA Audit	Item	62.31	0.29	18.07	1	18.07
Insurance	General	Acres	62.31	0.35	21.81	1	21.81
Insurance	Liability/Fee	Item	1.00	300.00	300.00	1	300.00
Supervisor Site Visit	Site visits	L. Hours	2.00	42.49	84.98	1	84.98
Other	Staff retreat	L. Hours	5.00	42.49	212.45	1	212.45
Other	Staff retreat	L. Hours	7.00	42.49	297.43	1	297.43
Other	Retreat expense	Item	0.07	435.00	30.45	1	30.45
Other	Retreat expense	Item	0.07	435.00	30.45	1	30.45
Sub-Total							995.64
CONTINGENCY & ADMINISTRATION							
Contingency							1,048.10
Administration							2,766.99
Sub-Total							3,815.09
Total							14,296.12 ✓

Appendix 3.

Preserve Location Maps

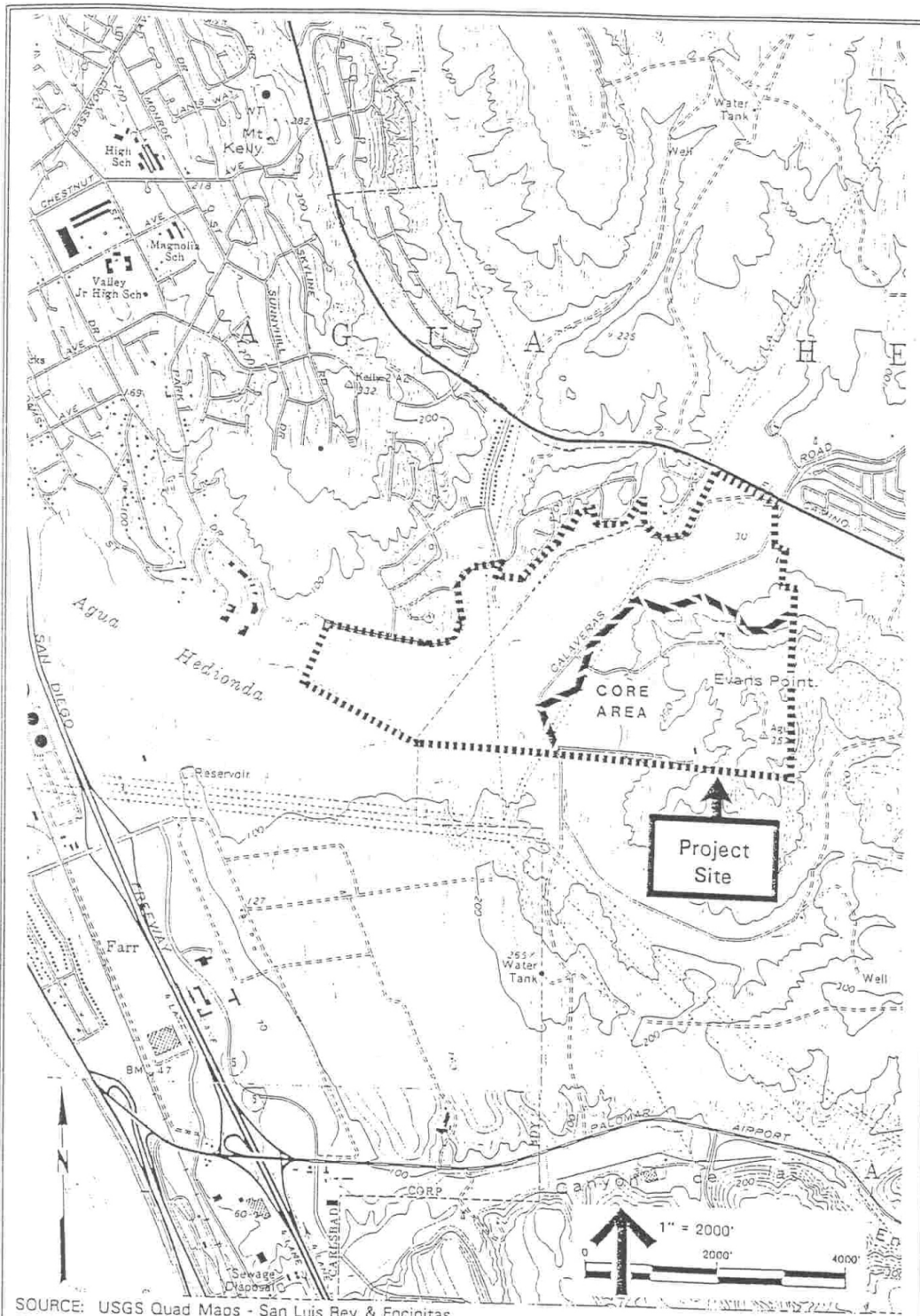


SOURCE: San Diego Association of Governments
NO DATE

A.D.Hinshaw Associates

Regional Map

Figure 1.



SOURCE: USGS Quad Maps - San Luis Rey & Encinitas
DATE: 1975

A.D.Hinshaw Associates

Vicinity Map

Figure 2